FARMINGTON POLICE DEPARTMENT		
POLICY AND PROCEDURE		

	Policy Number: 117-02	**Effective Date:** 05~~10~~-09~~1~~-20~~16~~07	
	Subject: Department Owned Property		
	Approved by: *St D Hebbe* **Steven D. Hebbe, Chief of Police**		

PURPOSE:

To establish guidelines for the procurement, accountability and distribution of Department owned property.

POLICY:

It is the policy of the Farmington Police Department to follow state law and established procedures for the procurement, accountability and distribution of Department owned property.

PROCEDURE:

The Administrative Services Captain or designee is responsible for the property management function. The property management function includes the procurement, accountability and distribution of Department owned property. The Administrative Services Captain may delegate the responsibility for various elements of the property management function to other Department entities, including the Quartermaster, Training Unit, Detective Division, Patrol Division, Special Weapons and Tactics team, Traffic Division~~, and~~ Support Services and Information Technology Division.

Procurement:

Procurement of all Department owned property is conducted in accordance with procedures set forth in the State of New Mexico Procurement Code and the Farmington Police Department Fiscal Management Policy and Procedure, #117-01.

Accountability:

Ensuring that stored Department owned property is stored and maintained in a state of operational readiness is the responsibility of the unit or division to which it is assigned. Operational readiness is refined to include, but not be exclusive of, care and cleaning, preventive maintenance, repair, workability, and responsiveness. Stored equipment is inspected for operational readiness on an on-going basis by the unit or division to which it is assigned.

Distribution:

The distribution of Department owned property is the responsibility of the unit or division to which it is assigned. The following procedures are followed for each unit:

The Training Unit is responsible for issuing firearms, Taser, and ammunition to ~~equipment to~~ newly hired employees. ~~This equipment includes uniforms, badges, duty leather, firearms, and all other duty-related equipment, as needed.~~ All i~~I~~ssued firearms and Tasers are recorded in the ~~designated~~ Police Quartermaster inventory software on the list of issued items to the employee. ~~firearms inventory management software. All other issued equipment for each employee is recorded in a master equipment software program maintained by the Training Division officers.~~ The~~is~~ list is maintained throughout their employment, and is updated as needed. The ~~Training Unit~~ Police Quartermaster is responsible for collecting the issued equipment listed on the employee inventory ~~master equipment list~~ when the employee terminates employment.

The Radio Services Unit is responsible for issuing each officer a 2-way radio and charger. Issued 2-way radios and chargers are recorded on the employee's list maintained in the Police Quartermaster inventory software by the Police Quartermaster. The Police Quartermaster is responsible for collecting the issued radio and charger when the employee terminates employment.

~~**The Support Services Unit** is responsible for issuing/reissuing each sworn officer and Community Service Officer a 2-way radio and/or cell phone and a flashlight. Issued 2-way radios and/or cell phones and flashlights are recorded on their respective inventory lists. The Support Services Unit is responsible for collecting all issued equipment when the employee terminates employment.~~

The Traffic Division maintains and issues the radar and laser inventory.~~,~~ All handheld radar and laser devices issued to an employee are to be recorded by the Police Quartermaster on the employee's list maintained in the Police Quartermaster inventory software. ~~issuing the radar units as needed, recording this information on the radar inventory list.~~ It is the responsibility of the employee to notify t~~T~~he Traffic Division Sergeant and the Police Quartermaster anytime equipment is transferred from one employee to another. ~~is responsible for collecting all issued radar equipment when the employee transfers, no longer needs the equipment or terminates employment. It is the responsibility of~~ T~~t~~he employee shall ~~to~~ notify the Traffic Sergeant in cases ~~anytime equipment is transferred from one employee to another, or in cases~~ where patrol units are reassigned or taken out of service.

The Information Technology Division maintains the Department's digital and electronic equipment such as cell phones, laptops, tablets and lapel cameras. All issued items shall be recorded by the Police Quartermaster on the employee's inventory list. The employee shall surrender the assigned equipment to the Police Quartermaster when the employee terminates employment or when no longer needed. The Police Quartermaster will transfer the items to the I.T. Supervisor.

The Police Quartermaster maintains, stores, and issues all other police equipment such as uniforms, badges, duty leather, duty-related equipment and consumables. All issued equipment is recorded by the Police Quartermaster on the employee's inventory list. The employee is responsible for maintaining issued equipment and surrendering to the Police Quartermaster when the employee terminates employment or no longer needs the issued item(s).

All other divisions and units, such as Detectives, ~~and~~ SWAT, and Bomb, issue/reissue various equipment in their specialized areas as employees are transferred into those positions, as needed. These divisions and units are each responsible for collecting all of the equipment issued when the employee transfers, terminates employment or no longer needs that equipment. ALL HIGH VALUE/ERIALIZED equipment within each specialized unit or division shall be recorded in the Police Quartermaster's software. It is the responsibility of the employee receiving

and maintaining the equipment to have the item issued to them, recorded by the Police Quartermaster, in the designated software on the employee's inventory list.